

CITY OF TANEYTOWN RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-135
	PLANNING AND ZONING	
Item No.	Description	Retention
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy the material that is not longer needed for current business. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2.	Minutes of Planning Commission and Board of Appeals Minutes of Planning Commission and Board of Appeals.	Permanent. Transfer periodically to the Maryland State Archives.
3.	Zoning Text Amendments Staff reports, Planning Commission findings, and final adopted ordinance of Code changes to zoning section of City Code.	Retain for three years, then destroy.
4.	Zoning Map Amendments Original application, staff report, Planning Commission findings, ordinance adopting City Council action on map amendment.	Retain for three years, then destroy.
5.	Major Subdivision Requests Original application, preliminary plat, staff report, Planning Commission findings, final plat approved by City Council and Planning Commission.	Retain for three years, then destroy.

Kenneth M. Beveridge
Department Director

1/31/01
Date

Linda M. Wess
City Clerk

1/31/01
Date

Edward C. Saperstein
Schedule Approved by State Archivist

FEB 13 2001
Date

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6.	Board of Appeals Variances/Appeals Cases Original applications, staff reports, site plans, Board of Appeals opinions on case.	Retain opinion and approved plan permanently. Retain other materials 10 years, then destroy. Transfer periodically to the Maryland State Archives.
7.	Conditional Use/Special Exception Case Records Original application and exhibits, correspondence, agency review comments, staff reports, Planning Commission findings, City Council resolution of action (approval or denial) on case.	Retain for ten years, then destroy.
8.	Site Design Review Records Original application and attachments, site plan, correspondence, approved set of signed plans.	Retain landscape agreements and approved plans permanently. Retain other materials 10 years, then destroy. Transfer periodically to the Maryland State Archives.
9.	Historic Preservation Commission Minutes of Historic Preservation Commission's regular and administrative meetings.	Permanent. Transfer periodically to the Maryland State Archives.
10.	Historic Preservation Commission Property File Applications for alterations or new construction, including site plans, construction documents, photographs; Certificates of Approval; correspondence regarding violations.	Permanent. Transfer periodically to the Maryland State Archives.

Kenneth M. Beveridge
Department Director

1/31/01
Date

Andrea M. Ylesse
City Clerk

1/31/01
Date

Edward C. Papenfuss

FEB 13 2001

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11.	Audio Tapes of Meetings These tapes are recordings of Boards & Commissions meetings from which Minutes are prepared.	Retain one year after approval of minutes, then destroy.

<i>Kenneth M. Berney</i> Department Director	<i>1/31/01</i> Date
<i>Linda M. Heas</i> City Clerk	<i>1/31/01</i> Date
<i>Edward C. Saperstein</i> Schedule Approved by State Archivist	FEB 13 2001 Date